

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

June 12, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF PURCHASE ORDER FOR THE LEASE OF PUBLIC USE  
PHOTOCOPIERS AND RELATED SERVICES  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Department to proceed with the lease through a Purchase Order Agreement with Card Meter Systems, Inc. (CMS, Inc.) to provide the County Library with public use photocopiers, value add stations and copier controllers, related equipment maintenance and cash collection services in the amount of \$1,741,664.40 for a five-year term.
2. Approve and authorize the Purchasing Agent to execute a five-year service level agreement with CMS Inc., subject to the terms, conditions, specifications and requirements outlined in the Invitation to Bid.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This is to recommend that the Board approve the Department to proceed with the lease of photocopiers, value add stations, copier controllers and related services as part of a continuing effort by the Department to provide the best possible service to the public at the lowest responsible cost. The value add stations included in the agreement will allow customers the convenience to create debit accounts which can be used to pay for copies.

The Public Library has utilized various vendors to provide pay-for-use copiers for customer use for over twenty years. In addition to providing a convenient service to the public, the provision of copiers reduces damage to library books by allowing customers to copy pages from library materials. Approval of the recommended action is needed to continue the provision of photocopier services at 83 County libraries.

Under this agreement, the vendor will be entirely responsible for providing equipment and necessary stands, supplies, maintenance, and cash collection services as required for the sale of photocopies.

#### Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal responsibility, and organizational effectiveness.

#### **FISCAL IMPACT/FINANCING**

The annual cost of \$348,332.88 for this agreement will be paid from existing funds included in the Public Library's Fiscal Year 2007-2008 Proposed Budget. Revenue derived from the sale of copies will be applied to partially offset the cost of services provided by the vendor.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The acquisition and lease of the equipment for this project falls under the statutory authority of the County's Purchasing Agent. However, because of the amount and ongoing nature of the "services" component associated with this purchase which would exceed the authority of the Purchasing Agent, Board approval is required for the Purchasing Agent to proceed with this aspect of the acquisition. Services provided through this agreement will commence in Fiscal Year 2007-08.

Under this agreement, the vendor will be entirely responsible for providing equipment and necessary stands, supplies, maintenance, and cash collection, for sale of photocopies on equipment located at up to 83 County libraries located throughout the County of Los Angeles.

### **CONTRACTING PROCESS**

The acquisition of equipment is a commodity purchase under the statutory authority of the County Purchasing Agent. On October 31, 2006, ISD, as the County Purchasing Agent and on behalf of the Department, issued an Invitation to Bid (IFB) for photocopiers, value add stations, copier controllers and related services. A total of five (5) proposals were received in response to the IFB process. An evaluation of these proposals by the Public Library in conjunction with the Purchasing Agent, determined that CMS, Inc. submitted the highest ranked, most responsive and lowest cost proposal.

### **IMPACT ON CURRENT SERVICES**

Award of this agreement will allow the Public Library to continue providing pay-for-use photocopying services for customers at designated library facilities. The photocopy services provided under the recommended agreement are essential to providing Public Library customers with the highest level of customer service possible.

Respectfully submitted,



Margaret Donnellan Todd  
County Librarian

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c: Chief Administrative Officer  
Internal Services Department  
Executive Officer, Board of Supervisors